

**Tempe Fire Department Policies and Procedures**  
**Fire Inspector**  
**410.02K**  
**Rev 9-20-94**

**DEFINITION**

To perform a variety of technical inspections of public, commercial, industrial, residential, and other buildings and premises to secure compliance with the City's fire prevention codes and regulations; to investigate complaints and violations and recommend corrective action; and to assist in the investigation of fires and the development of fire safety education programs.

**SUPERVISION RECEIVED AND EXERCISED**

Receives immediate supervision from the Fire Marshal or from other supervisory or management staff.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Conduct inspections of buildings and property for fire hazards, efficiency of fire protective equipment, adequacy of fire exits, and general compliance with fire prevention laws and standards.
- Conduct inspection and acceptance tests on automatic fire extinguishing systems and alarm systems; inspect the storage of explosives and flammables.
- Conduct fire and arson investigations to determine origin and cause of fires; collect and preserve evidence in arson cases.
- Photograph fire scenes, collect evidence, and prepare detailed and accurate reports for presentation in court; testify in criminal and civil courts.
- Conduct counseling for the Juvenile Firesetter Program.
- Advise property owners on the removal of fire hazards and if necessary induce compliance to correct hazards.
- Receive and investigate complaints of alleged fire hazards and recommend corrective action as necessary to resolve complaints; answer questions and provide information to the public.
- Develop fire prevention, arson investigation, and similar programs for public and internal use; assist or conduct fire prevention classes for schools, churches, civic groups, and the general public.
- Meet with citizen groups, organizations, contractors, architects, engineers, and developers regarding fire prevention; conduct oral presentations; and provide information on fire codes and fire prevention.
- Review construction documents in relation to fire prevention laws and codes.
- Respond to major fires on an on-call basis; notify other fire personnel of any unusual fire hazards.
- Conduct inspections for liquor permits and tax license compliance.

- Perform related duties as assigned.

## **QUALIFICATIONS**

### Knowledge of:

- Codes, laws, policies, and procedures relating to fire prevention and fire inspection.
- Building construction and materials used in building construction.
- Techniques of technical report writing.
- Safe work practices and procedures.
- Public relations as related to obtaining cooperation and compliance with fire codes and laws.

### Ability to:

- Conduct inspections and observe and record findings.
- Deal effectively with property owners, managers, and the general public in difficult work situations.
- Detect fire hazards and make appropriate recommendations to ensure correction.
- Give oral and written instructions on ways to prevent and eliminate fire hazards.
- Respond to inquiries, complaints, and request for service in a fair, tactful, and firm manner.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

### Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

#### **Experience:**

One year experience in fire prevention and municipal inspection work, including a working knowledge of building construction, materials, codes, and laws relating to fire prevention and investigation.

#### **Training:**

Equivalent to the completion of the twelfth grade supplemented by college level course work in fire science, fire prevention, fire investigation, or a related field.

### License or Certificate

Possession of, or ability to obtain, an appropriate, valid Arizona driver's license.